



**ROADMAP FOR USE OF CONTRACT NO. 7401-2/19**  
**PC PARTS, PERIPHERALS, AND MAINTENANCE CONTRACT**  
**(PRE-QUALIFICATION POOL)**

**Contract Scope:**

The purpose of this contract is to provide authorized County department with access to the pool of pre-qualified vendors by group for future pricing competition to provide computer peripherals devices, components, parts, supplies and repair services either on an “as needed” basis or periodically.

Vendors are pre-qualified under the following groups:

**Group 1 – PC Parts and Peripherals**

This group consists of new computer peripherals, components, parts and supplies:

- Storage and Optical Devices
- Input Devices
- Output Devices
- Communications Devices
- Related Supplies

**Group 2 – Maintenance and Repair Services**

This group consists of equipment from various manufacturers that will require repair and/or maintenance services, which may include trade-in services as required:

- Plotters
- Color and Black & White Laser Printers
- Dot-matrix Printers
- 327X Controllers and Terminals
- Legacy Mainframe Equipment – Defined in Section 3
- Laptops
- UPS Battery Backup
- Monitors
- Scanners
- Miscellaneous Telecom/Network Equipment
- Fax Machines
- Projectors
- Cameras
- Miscellaneous IT Peripherals

**Procedures for Authorized User Departments:**

The contract specifically calls for each acquisition to go through a competitive, spot market bidding process prior to the award of each project or Purchase Order. When such a need for goods or services is identified, the requesting County department will develop a Request for Quotation (RFQ) which will include a detailed scope specifying all relevant facts related to requirements of the Project. Authorized departments are to use the attached RFQ form and email and/or fax it to the pre-qualified vendors under the applicable group to obtain the prices for required goods or services.



#### **Instructions for Use of Contract No. 7401-2/19:**

1. Departments are required to solicit competitive RFQ's to obtain price quotations for required goods or services from the available vendors pre-qualified under each Group on this contract. Departments are to send the RFQ to all vendors awarded under the applicable Group utilizing the attached RFQ Form.
2. When less than three bona fide responses to a RFQ are received, the County, at its option may reject the responses and issue a new RFQ, use another procurement instrument to acquire the services, or seek to negotiate the prices with the Bidder offering the lowest or only price as a result of the solicitation.
3. The Bidder offering the lowest fixed price, and/or meeting the minimum specifications provided by the County during the RFQ process will be awarded the work, and shall be issued a County Purchase Order (PO) based on stated requirements outlined in the RFQ scope. The award of a single PO to one Bidder for a specific stated requirement does not preclude the ability of the remaining pre-qualified vendors from submitting offers for other specific future identified requirements.
4. In the case of urgent requirements under \$1500, with the potential to negatively affect critical County operations, purchases may be based upon the immediate availability of the required goods or services. Departments are to complete the Exception Form attached and provide the business case as to justify this action.
5. In the case of proprietary equipment, where only the Original Equipment Manufacturer can provided the required goods or services, authorized departments are to complete the Exception Form attached. Departments are to provide the business case as to justify why other vendors were not contacted during the RFQ process to justify this action.

#### ***Prior to Award***

Prior to making an award under this pool, departments are reminded to:

- Obtain a signed Collusion Affidavit from the vendor to be recommended for award.
- Check that the recommended vendor is responsible, including checking the Pre-Award Vendor Website at <http://intra.miamidade.gov/procurement/vendor-compliance.asp>

Department may want to include a check of the vendor's performance history in BTS. (Go to Vendors Home Page, click on Registered Vendors, locate the vendor, in that vendor's profile, click on the Non.Perf.Hist. button.)

- In your notice to participants of the of the quote results, copy the Clerk of the Board ([clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov)) and include language advising the vendor that the Cone of Silence is lifted.



(sample language - In accordance with the referenced solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the \_\_\_\_ department, recommends award of this quote to: \_\_\_\_\_. Our provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.)

- Allow a three business day protest period, beginning the day after the award recommendation is posted with the Clerk and notification is sent to all participants.

**Adding Additional Vendors to the Pool:**

Quotes may be sought or obtained only from vendors pre-qualified under each group, included in the Contract Award Sheet. Purchase Orders may be issued only to vendors awarded prior to the issuance of the RFQ. Additional vendors may be added to this contract if they meet the pre-qualification criteria as specified in the Invitation to Bid under Section 2.4.

Vendor's interested in participating under this pool contract are to contact Erick Martinez, Procurement Contracting Agent, at (305) 375-1075 or via e-mail at [emtnez@miamidade.gov](mailto:emtnez@miamidade.gov).

**Record Retention:**

For each purchase order issued under this Contract, the user department shall maintain a record of the purchase including: all quotes sought, all quotes obtained, required exception forms (if applicable), any IT hardware equipment standard or configuration relied upon, the Purchase Order and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit purposes. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for purposes of review or audit.

**Request for Quote and Exception Forms:**

"Request for Quote" Form and "Exception" Form shall be used by the departments when utilizing this contract.

**County Legal Requirements:**

Please note that all County procurement legislation and legal requirements apply to this contract and to the solicitation and award of each Purchase Order, including the Local Preference ordinance, (which has been amended and is now at 10% - with "Best and Final Offer requirements when a local vendor's proposal is within 10% of the non-local vendor's offer. The local preference ordinance also applies to Broward County vendors. The Cone of Silence, User Access Program (UAP fee of 2%) and Inspector General Fees also apply. For detailed information about these requirements, please read the "Instructions to Bidders" page attached to the Request for Quote Form.

**Web Location for Updated Instructions:**

The Contract Award Sheet, Invitation to Bid, Roadmap, and associated Addenda will be maintained by the Department of Procurement Management. These documents are available online at the following link: <http://services.miamidade.gov/DPM/SearchAwardSheetAttachments.aspx?ContractId=7401-2/19>



Request for Quotation (RFQ) (This is not an order)		Contract# 7401-2/19		Page _____ of _____	
RFQ No:		Date Issued:		Quotes Due Date:	
REQUESTING DEPARTMENT INFORMATION					
Department:		Contact Person:			
Telephone #		Fax#	E-Mail:		
Address:					
QUOTES REQUESTED FROM:					
Name:		<input type="checkbox"/>			
FEIN#		<b>IMPORTANT:</b> All deliveries are to be FOB Destination. This is a RFQ and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address as referenced for the receipt of quotes. This request does not commit MIAMI-DADE COUNTY to pay any costs incurred in the preparation of the submission on this quotation or to contract for supplies and services. The bidder must complete and submit requested documentation and/or certification and attach to this RFQ.			
Telephone #					
Fax #					
E-Mail:					
QUOTE INFORMATION					
STATEMENT OF WORK: Attached <input type="checkbox"/>					
Delivery required: _____ days after receipt of PO				Delivery Address:	
ITEM#	Commodity/Service Description	Commodity Code#	Quantity	Unit Price	Extended Price
BIDDER INFORMATION					
Name of Bidder:		Title:			
Address:					
City:		State:		Zip Code:	
Telephone#		Fax#			
E-Mail:					
Payment Terms:	Net 30	Quote valid for:			
Authorized Signature*:		Date:			

\*Note: UAP Requirements and instructions to bidders.



## INSTRUCTIONS TO BIDDERS

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1. A sealed quote is not required, thus the bidder may submit its written quotation by fax, mail, or e-mail (provided that it includes a scanned signed quote), to the Specialist identified on the front of this document, unless otherwise specified.
2. Quotes received after the time and date specified, and after any other quotes have been opened shall not be accepted.
3. Bidder shall insert unit price and extension, as required, opposite each item. Where the unit price and the extension price are at variance, the unit price shall prevail.

### ***Legal Requirements***

Bidders are advised that this contract is subject to all legal requirements contained in the County's Administrative Order 3-28 and all other applicable County Ordinances and/or State and Federal Statutes. Where conflicts exist between this bid solicitation and these legal requirements, the higher authority shall prevail.

### ***Local Preference***

The award of this solicitation is subject to County Ordinance No. 01-21, Sect. 2-8.5 which, except where Federal or State law mandates to the contrary, allow preference to be given to a local business. For the purposes of the applicability of this Ordinance, "local business" means the bidder, as of the date of the bid opening, has a valid occupational license issued by Miami-Dade County to do business in Miami-Dade County, that authorizes the bidder to provide the goods, services or construction to be purchased, and has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. A Post Office Box cannot be used to establish a physical address.

As a result of a recent reciprocal agreement with Broward County, Broward County vendors shall have the same consideration as Miami-Dade County vendors when applying this Local Preference ordinance. When a responsive, responsible non-local business submits the lowest price bid, and the bid submittal by one or more responsive, responsible local businesses is within 10% of the price submitted by the non-local business, then the non-local business and each of the aforementioned local businesses shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The best and final bid will be requested by the County within five working days of the bid opening. In the case of a tie in the best and final bid between a local business and a non-local business, contract award shall be made to the local business.

### ***Cone of Silence:***

Request for Additional Information

Pursuant to Section 2-11.1(t) of the County Code, this RFQ is subject to the "Cone of Silence" until an award recommendation has been forwarded to the appropriate authority. Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Procurement Agent identified on the front page of the solicitation. Such inquiries or request for information shall be submitted to the procurement agent in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

### ***County User Access Program (UAP) - User Access Fee***

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this quote and any resulting order is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement department. Vendor participation in the UAP is mandatory.

### ***Office of the Inspector General***

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076(c)(8) of the County Code.

For additional details of the ordinances mentioned above, please visit our web site at:

<http://www.miamidade.gov/dpm/>



## EXCEPTION FORM

The Rule: If departments cannot obtain 3 quotes following a request for quote from all vendors available for each Group on the current award sheet, the available quotes will be used to obtain the lowest available price. If less than three quotes are obtained due to lack of response from the vendors from whom quotes were sought, the buyer must complete the Exception form noting each of the quotes that were sought and the actual responses received.

RFQ #

\*Department Director or authorized designee's signature required for exceptions up to \$100K ☐

\*Department Director and CIO or authorized designees' signatures required for exceptions over \$100K ☐

### JUSTIFICATION

Provide a brief but specific factual justification for the exception. Attach additional pages as necessary.

Prepared by:

Date:

Title:

\*Department Director

Signature

Print Name

\*Chief Information Officer  
(CIO)

Signature

Print Name

Electronic approval is acceptable if received directly from the person authorized to sign this form.

Once completed, attach this document and any other documents relating to this quote, to the RFQ (Quote form) and retain in the RFQ file in accordance with public records retention requirements.